

Grantee Progress Report

Purpose: Quarterly progress report to be submitted by grantees.

Instructions: Complete all sections applicable.

☐ **Mini Grant**
☐ **Grant Project Under \$20,000**
☐ **Grant Project Over \$20,000**

Grantee: _____

Project Title: _____

Project Number: _____

Federal Funds Allocated: _____

Reporting Period:
 ☐ October—December
 ☐ January—March
 ☐ April—June
 ☐ July—September

Dates and amount of reimbursement filed during this reporting period.

Voucher File Date

Amount of Voucher

Final Report

☐ Yes ☐ No

For mini grants and grants under \$20,000 you must complete all questions under Section E. For grants over \$20,000 you must complete all questions under Section F.

SECTION A: Equipment purchased during this reporting period

<u>Equipment Purchased</u>	<u>Quantity</u>	<u>Date Received</u>	<u>Operational Date</u>	<u>Serial Number</u>

SECTION B: Enforcement during this period

- Primary focus of project:

☐ DUI/DUID
 ☐ Speeding
 ☐ Safety Belts/Child Seats
 ☐ Other _____
- Number of checkpoints: _____
- Were surveys taken? ☐ Yes ☐ No If yes, attach a copy of the results.
- Number of vehicles stopped: _____
- Number of overtime hours: _____
- Indicate number in each of the following categories:

	DUI/DUID	Refusal*	Speeding	Safety Belts	Child Safety Seat	Other Traffic
Arrests						
Warnings						

*Relates to DUI/DUID breath or blood testing.

4. Give an overview of accomplishments and how they impacted the Problem Definition Statement listed on the Application for Highway Safety Project Grant form TSS 10.
5. List any unique element that could serve as a model for other traffic safety initiatives.

SECTION F:	Evaluation for this reporting period for grants over \$20,000.
<p>Complete the following and attach to this report.</p> <ol style="list-style-type: none"> 1. List and provide a summary of all activities conducted during this reporting period as it pertains to the grant project. 2. State if the project is on schedule and what milestones have been met. 3. List any circumstances that may have resulted in the project not meeting its objective or scheduled milestones. 4. Did other organizations, businesses, safety groups, or volunteers assist in accomplishing the safety initiatives? If so, provide a brief summary of who they were, what were their responsibilities, number of persons that assisted, and dates of their involvement. (Do not provide individual names with this data.) 	
Final Report	For final reports, also complete the following:
<ol style="list-style-type: none"> 5. Give an overview of accomplishments and how it impacted the <u>Problem Definition Statement</u> listed on the Application for Highway Safety Project Grant form TSS 10. 6. Have your grant activities impacted traffic safety (i.e. reducing crashes, injuries, and fatalities)? Provide documentation data of any measures, surveys, or evaluations that provide verification of progress or success as a result of grant activities. (Do not provide individual names with this data.) <p>List any unique element(s) that could serve as a model for other traffic safety initiatives.</p>	

Submitted By	
Signature of Project Director or Designee	
Project Director's or Designee's Title	Date
Reviewed By	
Project Monitor's Name	Date

Project monitor forward Grantee Progress Report to the grant administrator.